

## **Meeting Room Policy**

The Randall Library may provide meeting spaces to the general public on a first come first served basis. Library based functions will have priority over other meetings with space allocated to the needs of the library first. The Library recommends that groups book space early to ensure availability.

All meetings and exhibits must be free of charge and open to the public. Capacity of the largest meeting room space is 75 as set by the Board of Trustees and may not be exceeded. Meetings may be asked to relocate if demand is beyond that capacity. Participants involved in meetings cannot block or disturb access to the library or interfere with ADA compliant accessible doors or elevators. If obstruction to patron access to the library occurs, library staff will request that the meeting be disbanded and that the sponsoring individuals leave the library grounds.

Reservations to use the library for public meetings can be made at the Circulation Desk in person or by telephone. The program use spaces at the library may not be reserved on days or times when the library is closed to the public. The sponsor of any program must be present and responsible at all times during the meeting and this person will be responsible for the conduct of the group, paying any expenses for library property damage and protection of library property in connection with the meeting. The sponsor or group representatives may be asked to provide proof of insurance to the Town of Stow via the Library Director if requested. The meeting sponsor will be responsible for setting up meeting spaces, disposing of trash associated with the meeting and returning meeting room keys and furniture to its proper location. Sponsors must be 21 years of age or older.

The cancellation of a meeting room reservation is required 24 hours in advance.

Meeting space will be denied to groups or individuals who discriminate in membership, programs or philosophy on the basis of race, color, creed, sex or any other equalizer, or who distribute any information or materials in violation of any State or Federal laws.

The library is not responsible for materials, personal property or equipment left in the building by meeting room users. Equipment or materials belonging to the group may be brought to the room immediately prior to the meeting and must be removed immediately after.

No items may be sold unless for the benefit of the Randall Library Friends Association or Second Century Fund, or as part of an approved author visit.

Minors in the meeting rooms must be supervised at all times by designated group representatives.

Adopted on June 11, 2014

Updated on August 10, 2021